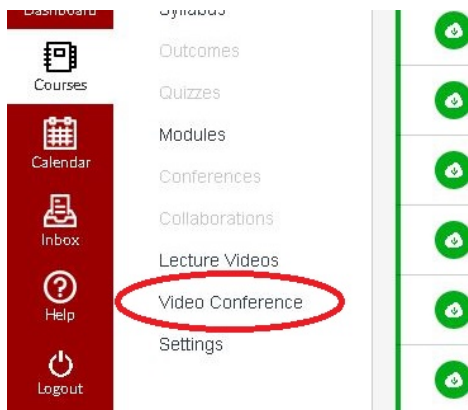


Zoom Desktop Videoconferencing

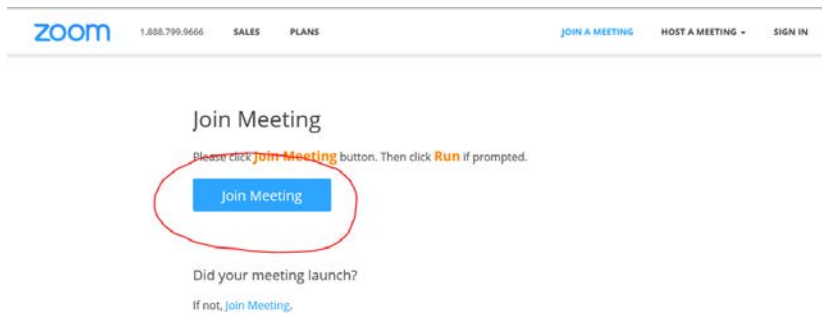
Getting Started

To use the Zoom videoconferencing system to virtually meet with your instructor and classmates, please follow the instructions below.

Log into Canvas and click the “Video Conference” button at the bottom left of the browser window.



You will be directed to a page that will allow you to join the meeting.

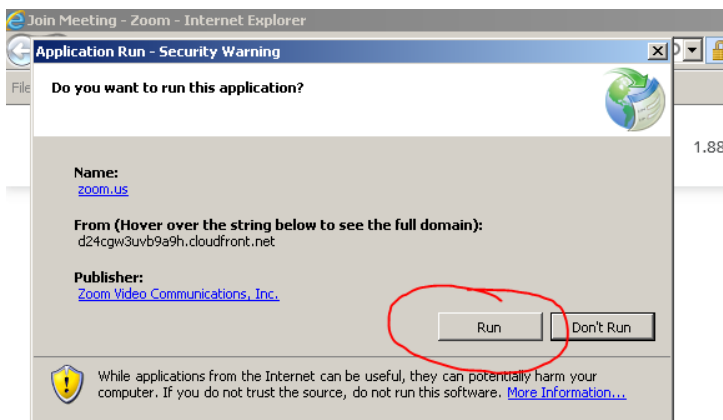


Click the “Join Meeting” button.

A firewall warning may appear – if so be sure to click the “Allow Access” button.



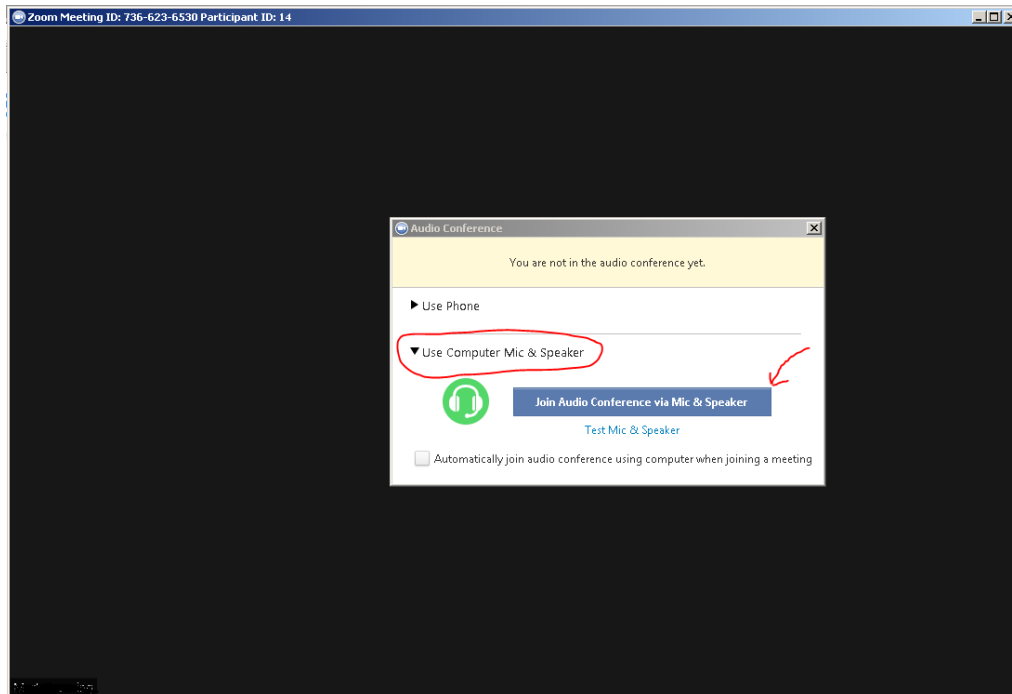
A security message may appear – if so be sure to click the “Run” button.



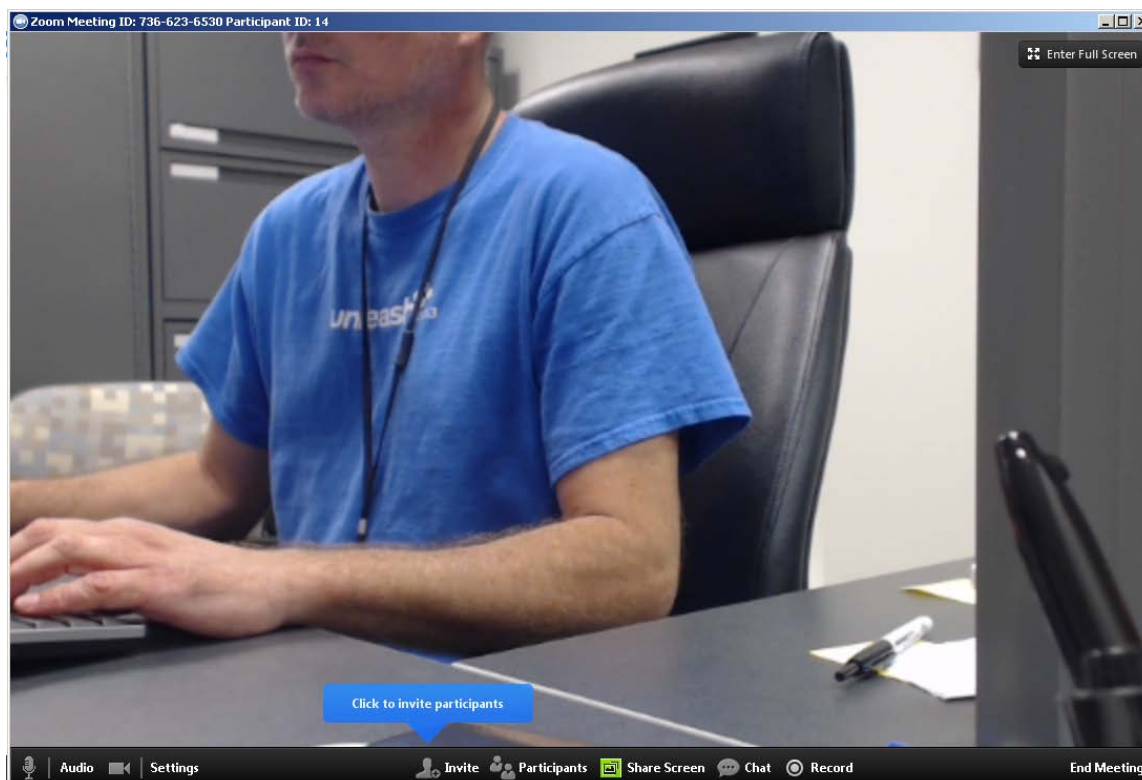
After clicking “Run”, you will be connected to the room. Enter your name and click “Join”.



You will then be prompted to choose your audio and video settings. You can also test your audio/video from this page.



Once connected to the room, you will see a window similar to the image below and will be able to see, hear, and talk to other attendees of the meeting (webcam and microphone needed).



Commonly Used Functions

Screen Sharing:

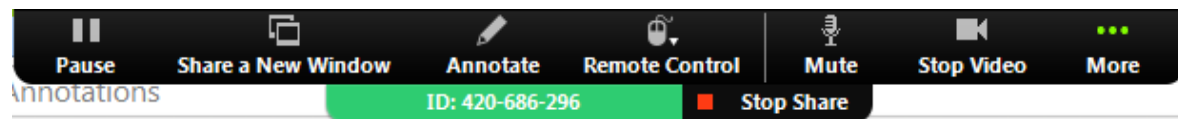
To start "Screen Sharing" select "Share Screen" button located in your meeting tool bar.



After selecting "Share Screen" located in your in-meeting tool bar, you can choose to share your "Desktop" or an "individual application/window".

Note: You can also select to share "computer audio" when sharing a video clip such as YouTube or a locally stored video clip.

Screen Share Menu:



- **Pause:** Pause your current screen share
- **Share a New Window:** Select a new window to share (Choose another window/application to share)
- **Annotate:** Use screen share tools for drawing, pointer, etc.
- **Remote Control:** allow participant to control your keyboard and mouse
- **Mute:** toggle mute/unmute for your microphone
- **Stop Video:** Stop/Start your in-meeting video feed
- **More:** In-meeting Tool bar options (*in-meeting options such as - Participants, Chat, Invite, etc..*)

Annotations:

During your Screen share you will have the option of using several features and can access them by moving your mouse cursor to the top of the screen to open the drop-down menu and select "Annotate".

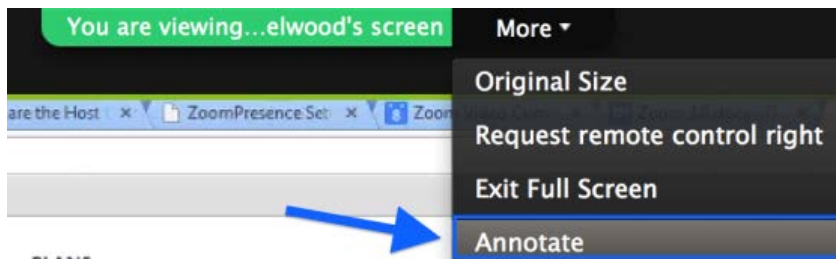


- **Annotation tools:** Mouse, Draw, Spotlight, Eraser, Color, Undo, Redo, Clear

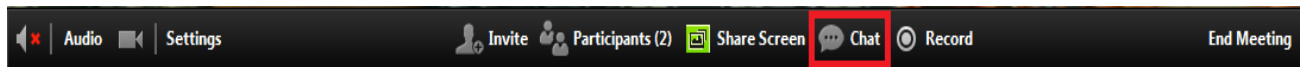
If you are using a dual monitor set-up, you can turn on the "dual screen for dual monitor feature" to see the screen sharing on one monitor and participants on the second. For more information, please visit <https://support.zoom.us/entries/23795403-How-to-use-a-dual-monitor-display> .

Attendee Side Annotation:

Any Attendee in your meeting can start annotating on a shared screen. The Attendee can access "Annotate" in the upper meeting tool-bar.



Chat Function:



- Once you have located the chat you will have to click on 'chat' to pull up the group chat box.(Chat option is not outlined in meeting)
- You can click the arrow drop down next to Send to: to find an individual participant to send a message privately OR, you may choose to select 'all' to address all the participants in the meeting.

For additional information on Zoom, please visit <https://support.zoom.us/hc/en-us> or email dets-support@umd.edu to open a help ticket.